

**LAKELAND LIBRARY COOPERATIVE**  
**Board Meeting**  
**Kent District Library Service Center (KU)**  
**November 10, 2016**  
*Official*

**MINUTES**

**Board Present:** Shirley Bruursema, Diane Kooiker, Teresa Williams Krupar, John Martin, Kelly Richards, Molly Walker, Marcia Warner, Lance Werner, Janice Williams

**Call to order** The meeting was called to order at 9:33 a.m. by President Krupar. The roll-call sign-up sheet was circulated.

**Agenda** Motion by Werner to approve the agenda. Seconded by Warner. Motion carried.

**Public Comment** Sharon Englesman thanked KDL for the extra work on this morning's parking arrangements.

**Minutes**

-- *October 13, 2016 Minutes*

Motion by Bruursema to approve the minutes of the October 13, 2016 meeting.  
Seconded by Werner. Motion carried.

**Financial Report**

-- *October Balance Sheet & Verbal report for FY2015-2106 and FY2016-2017*

-- *September Investment Report*

Wilson gave a verbal summary of the financial activities. There were no questions.  
The reports were received and filed.

**Cooperative Director's Report**

--*Written Report* There were no questions about the written report.

--*Delivery Truck Repairs September & October 2016*

Terry Cross presented information which contained a summary of FY2015-16 and YTD FY2016-2017. There were no questions about the report.

--*Annual October Bag Count*

Terry Cross presented the report summaries. There were no questions about the report.

## **Committee Reports**

--*Finance Committee*: None

--*Personnel Committee*: None

--*PPS Committee*: None

--*Advisory Council*: None

--*ILS Council*: October 13, 2016 Minutes were included in the packet.

## **Unfinished Business**

### *3-Day Delivery Proposal*

Motion by Werner to implement the Monday through Friday 3-day delivery schedule as proposed by staff beginning the week of November 28, 2016 and to continue with it until such time as the responses to the delivery RFP are received and evaluated. Seconded by Williams. Motion carried.

## **New Business**

### *Strategic Plan – RFP for Future of ILS*

Richards noted that the committee's original intent was to find a way to budget for a replacement ILS. The committee did not necessarily recommend hiring a consultant but that would be one way to help us lay out a savings structure. This item was referred to the ILS Council for their February meeting for input on developing a budget plan.

### *Strategic Plan – Board Development*

The Strategic Plan had called for the addition of Board development topics to the regular meeting agenda. Werner noted that since many of the libraries attend Board meetings, topics can cover a wide range and be presented by different people. Topics could include services, products of interest, educational topics and more. This would be placed near the end of the meeting. Werner will take the topic for the December meeting and cover responses to proposals from 501(c)3 organizations that are requesting property tax exemptions from local tax tribunals.

### *Strategic Plan – White Paper Format*

Wilson requested Board input on the format for white papers for future agenda items. Werner noted that the KDL uses an "issue analysis" paper with their Board that works well. He will provide Sandra with a few examples. The board consensus was that content is more important than the format.

**Public Comment**      None

**Board Comments**      Shirley Bruursema announced some successful millage campaigns on Tuesday, especially the Jackson County Library System. She also received several awards at the recent MLA Conference and shared them with us.

**Adjournment**      The meeting was adjourned at 10:14 a.m.

The next meeting will be held on Thursday, December 8, 2016 at 9:30 a.m. at the Kent District Library Service Center.

Minutes submitted by,  
*Sheryl VanderWagen*  
*ILS Manager*